

Sanitized - Approved For Release : CIA-RDP54-00177A000100110088-5

Office Memorandum • UNITED STATES GOVERNMENT

25X1A9a TO : Mr. [REDACTED] DATE: 4 January 1949
FROM : Chief, Transportation Division
SUBJECT: Monthly Report of Transportation Division Activities - December 1948

The following report covering activities of the Transportation Division during the month of December 1948 is submitted pursuant to your request.

1. Status of personnel

- (a) T/O as of 1 December 1948 - 58 positions
- (b) Total number actually on duty by sections

Office of the Chief - 2
Shipping Section - 2
Motor Pool - 50

- (c) Number of personnel interviewed for whom actions have been initiated.

Motor Pool (Chauffeurs) - 4
Motor Pool (Truck Driver) - 3

Above indicates seven (7) actions pending of which two (2) chauffeurs and one (1) truck driver are excess over our T/O. It is expected that, based on past performances, at least two of the chauffeurs and one of the truck drivers will not clear security.

The Motor Pool continues to operate satisfactorily and I have received no serious complaints regarding lack of service.

2. Truck Operations

The following truck operations were performed during the month:

11 trips to New York, N. Y.
3 trips to Baltimore, Md.
1 trip to Springfield, Mass.
276 local hauls in and around Washington

As expected the settlement of the shipping strike brought about an increase in our trucking operation during the month we having had a total of fourteen (14) out of town trips during December as compared with a total of three (3) during the month of November.

25X1A6a

3. The following is a report of the activities of the Garage and the Que Building Motor Pool:

(a) Garage

25X1A6a

Repair Jobs	3
Labor*	- \$ 85.00
Parts	- 102.02
Repair Jobs Performed Outside	- 1
Labor	- \$ 9.90
Parts	- 21.06
Maintenance Work	- 110
Labor*	- \$892.40
Parts	- 285.32

*Work performed by mechanics

Maintenance Work (Performed by Mechanic's Helpers)

Cars washed	- 133
Cars lubricated	- 39
Other service jobs	- 54
Labor	- \$423.34

The total value of labor performed by the Mechanic's in the garage during the month was \$977.40 compared with their total salary of \$970.70 indicating a saving of \$6.70. The total value of labor performed in connection with maintenance work by the Mechanic's Helpers was \$423.34 compared with salaries of \$391.66, indicating a saving of \$31.68, or a overall saving of \$38.38. These figures do not reflect the value of other duties performed by the mechanics and mechanic's helpers, such as housecleaning, messenger service, helping out as truck drivers, etc.

(b) Que Building Motor Pool

1066	- Total trips made
42	- Average number trips per day
8878	- Total miles operated
386	- Average miles per day
8.3	- Average miles per trip
8.4	- Average number cars in pool per day
50.8	- Average time per trip

The reports submitted to me by the Motor Pool Dispatcher indicated there were a total of fifteen (15) requests for pool service which were delayed while there were no requests which had to be refused due to non-availability of cars or drivers. All the delays occurred during the week of December 27-31 when we were operating with a minimum number of drivers and cars due to a number of chauffeurs being absent account annual and sick leave. There is shown below a

operated per day for the past three months.

	<u>TOTAL MILES</u>	<u>TOTAL TRIPS</u>	<u>AVERAGE MILES PER DAY</u>
October	9105	1055	433.5
November	7744	976	387.2
December	8878	1066	386.0

4. Following is a report of number of passengers carried in the Shuttle Service operating between CIA Buildings and the Pentagon.

4731 - Total passengers carried
205.7 - Average number of passengers per day

The above figures compare with a total of 3301 passengers and a daily average of 165 for the month of November. It is anticipated that the number of passengers carried will decrease somewhat due to the removal of the offices from [REDACTED] to the Administration Building. 25X1A6a

5. Thirty-seven (37) passenger carrying vehicles operated a total of 36,464 miles during the month while thirty-one (31) trucks operated a total of 18,994 miles.

6. Volume of work and flow of personnel through the Shipping Section for the month was as follows:

Rail Reservations	- 53
Airline Reservations	- 10
Hotel Reservations	- 0
Fare Quotations	- 247
Persons Processed	
(Overseas)	- 9
Transportation Requests	- 90

25X1A9a

[REDACTED]
Chief, Transportation Division